



UNITED STATES MARINE CORPS  
MARINE CORPS BASE  
QUANTICO, VIRGINIA 22134-5001

MCBO 5100.3A  
B 103  
23 Dec 04

MARINE CORPS BASE ORDER 5100.3A

From: Commander  
To: Distribution List  
  
Subj: INDUSTRIAL HYGIENE SERVICES

Ref: (a) 29 CFR 1910 (NOTAL)  
(b) 29 CFR 1926 (NOTAL)  
(c) DoDInst 6055.5  
(d) OPNAVINST 5100.23F  
(e) NEHC-TM-91-2 (NOTAL)

1. Purpose. To list industrial hygiene services available aboard MCB Quantico.
2. Cancellation. MCBO 5100.3.
3. Summary of Revision. This revision contains significant changes and should be reviewed in its entirety.
4. Policy
  - a. The Health Care Advisor will provide certain industrial hygiene services to DON activities aboard MCB Quantico.
  - b. As safety and health manager, the Director, Safety Division is responsible for implementation and management of industrial hygiene programs.
  - c. Operations aboard MCB Quantico will be performed in compliance with the industrial hygiene requirements outlined in references (a) and (b).
5. Background
  - a. Industrial hygiene comprises the components of occupational safety and health; it encompasses the recognition, evaluation, and control of employee exposure to chemical, physical, and biological hazards in the workplace.
  - b. Reference (c) requires all DoD activities to receive regular industrial hygiene surveys.

c. Reference (d) requires heads of naval medical activities to provide certain industrial hygiene services including surveys to DON activities.

d. References (d) and (e) list the format for industrial hygiene surveys and reports provided by personnel of naval medical activities.

## 6. Action

### a. Commanding Officers, Division Directors, and Activity Heads

(1) Implement the activity's program consistent with the applicable requirements of references (a) and (b).

(2) Cooperate with the Senior Industrial Hygienist, Naval Medical Clinic, Quantico in the scheduling and completing industrial hygiene surveys, including the performance of followup air sampling needed to quantify employee exposure.

(3) Within 30 days of receipt of the survey report, forward a letter describing actions completed or planned in response to the survey.

(4) Cooperate with Occupational Medicine in the scheduling of personnel for medical surveillance examination.

(5) In order to limit employee exposure, comply with recommendations found in the survey including the following:

(a) Replace hazardous materials with less hazardous materials when feasible,

(b) Implement and maintain engineering controls, and

(c) Supply appropriate personal protective equipment to employees in need.

### b. Health Care Advisor

(1) Upon request, make recommendations to the Director, Safety Division on the establishment and maintenance of industrial hygiene programs.

(2) Perform regular comprehensive industrial hygiene surveys of MCB Quantico and tenant DON activities, assessing exposure and evaluating program administration.

(a) Survey sites with recognized occupational health hazards annually. Survey other sites once every 2, 3, or 4 years, depending on need.

(b) Provide survey reports to the survey site.

(3) Perform investigative site visits required to make industrial hygiene assessments.

(4) Upon request, review plans for new and existing facilities to ensure compliance with occupational health standards.

(5) Perform industrial hygiene related air or noise sampling.

(6) Provide other industrial hygiene technical assistance as needed.

c. Director, Safety Division. Implement and manage industrial hygiene programs.

d. Assistant Chief of Staff, G-5

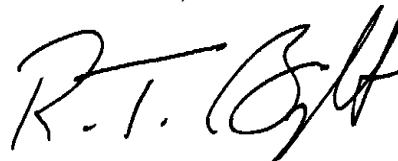
(1) Coordinate with the Industrial Hygiene Division to ensure engineering controls are designed per applicable standards, and function so as to limit employee exposure to levels established in references (a) and (b).

(2) Ensure contracts for asbestos and lead removal are reviewed by the Senior Industrial Hygienist, Naval Medical Clinic, Quantico before execution.

## 7. Applicability

a. This order is applicable to all MCCDC, MCB, and DON tenant activities.

b. The provision of this order may not be implemented for civilian employees covered by a negotiated labor agreement until bargaining obligations, if any, under the Federal Labor Management Relations Statue (chapter 71 of 5 U.S.C.) are met.



R. T. BRIGHT  
Chief of Staff

DISTRIBUTION: A